# Student Exchange & Study Abroad Departure Information Session

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November 23, 2017 3:00 PM – 6B McGill Engineering Student Centre (MESC) Student Affairs Office Career Centre Peer Tutoring Services Frank Dawson Adams Building Room 22



# **Before You Leave**

- Host institution application must get their final approval
- Coded as "Exchange Term Away"
- Pay your McGill tuition (equivalent of 15 credits) and related fees for term away by the usual deadlines for McGill students.
- Review the travel reports and warnings on Canada's Foreign Affairs and International Trade website for all countries you will be visiting (<u>http://travel.gc.ca/travelling/advisories</u>).
- Update your mailing address. (All correspondence from McGill will be sent to the mailing address you indicate on Minerva.)
- Check that your emergency contact information is up to date.

#### **Before You Leave**

• Attend the Pre-Departure Orientation

When? November 30th, 2017

How do I register? Register <u>here</u>!

• <u>https://www.mcgill.ca/students/international/goabroad/predeparture</u>

#### AGENDA

**5:00** - **6:00 pm** Sign in: Have your McGill ID scanned at the Welcome Tables on the ground floor of the Leacock Building and pick up refreshments

**6:00 - 6:45 pm** General presentation (Room 132, Leacock Building)

**6:45** - 7:15 **pm** Interactive sessions grouped by region (Leacock, various rooms)

Choose and register for one of these sessions based on where you are planning to travel for your upcoming universityrelated travel activity. Sessions are led by a professor/administrator at McGill with knowledge of the region.

# Health Insurance

- Review your health insurance plan to see what expenses are covered while you are away. It is very important that you inform your insurance provider that you will be traveling.

   OUndergraduate Health Insurance Plan: <a href="http://www.ihaveaplan.ca/">http://www.ihaveaplan.ca/</a>

   OInternational & Canadian Students (McGill Administered Plan): <a href="http://www.mcgill.ca/internationalstudents/health/">http://www.mcgill.ca/internationalstudents/health/</a>
- Arrange for supplemental health insurance for expenses not eligible under your plan (if necessary).
- Go for a FULL checkup before leaving (Physical, Dental, Eye).
- Update your immunizations.
- Book an appointment with the Travel Nurse (514-398-6017) at <u>McGill Student Health Services</u> at least six weeks before you leave.

# **Travel Arrangements**

- Make and confirm your travel arrangements.
- Check the visa requirements for the country you will be entering and apply for any visas necessary.
- Ensure that you have a valid passport (NEW: your passport must be valid for a minimum of 6 months <u>after</u> your return)
- Make copies of all your important documents (Visa, Social Insurance, Passport, important contacts, etc).
- Complete your <u>Travel Registry</u> form on Minerva (under the Student Records tab). You will receive an email when the form is ready for you to complete

# Managing Your Money

- Set up a realistic budget
- Decide how you are going to handle your money overseas (ATM, Credit Card, Travel checks)
- Apply for Travel Awards & Bursaries (Mobility Award)
- Students are eligible to retain their scholarships while on Exchange

# Educate Yourself

- Buy a good travel book
- Learn about the country and geographic area where you are going
- Read student experience reports (at FDA 22)

# Last Minute Things

- Make arrangements to have your McGill email forwarded
- Ensure that your cell phone is functional

# Student Rights and Responsibilities

- Students are subjected to the terms and conditions of the conduct regulations at the Host University.
- Ensure that you secure a copy of these regulations.

# Choosing your courses

- Review the course equivalency database (<u>https://nimbus.mcgill.ca/ceq-pub/search/searchEquivalency</u>) /hard copy (at MESC) to get a sense of previously approved courses
- MESC website: <u>http://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/outgoing</u>

# Will I Obtain Transfer Credits?

- All Engineering students must select their courses and obtain approval after receiving the nomination but prior to leaving on exchange.
- Some Departments/Schools have course restrictions, therefore it is extremely important to check with your department before beginning the process of selecting courses.
- A list of previously approved courses is available for review at MESC and in the Course Equivalency System.
- All Engineering courses need to be evaluated by the respective department; all non-Engineering courses need to be evaluated through the Course Equivalency System.
- If courses have been evaluated and approved in the past you will still need to meet with your departmental/school advisor to review and approve your final course selection.
- MESC has final approval of the request for transfer credits.
- Departmental Contacts for course approvals are listed online at: <u>http://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/outgoing</u>
- All courses taken at the host institution will be reflected on the McGill transcript including failed courses.

#### Will I Obtain Transfer Credits?

WCGill ENGINEERING Student Affairs Office, Career Centre, Peer Tutoring Service Room 22, Frank Dawson Adams URL: www.mgill.ca/engineering **EXCHANGE / STUDY AWAY** REQUEST FOR TRANSFER CREDIT STUDENT NAME (Print): MCGILL ID: MCGILL EMAIL: @mail.mcgill.ca Program: Architecture Bioengineering Chemical Civil Computer Electrical Materials Mechanical Mining Software Option/Concentration: Minor: Expected Date of Graduation (Term/Year):\_\_\_\_\_ Select one: Exchange Study Away Term: Submission of this form is due 2 months prior to your exchange/study away departure. Please allow a processing time of three weeks for completed requests. Exchange: Students must have accepted their exchange nomination via MINERVA prior to Study Away: 1 Students must complete the Minerva Request for Course Approval and Transfer Credit filling out and submitting this form. module: Student Menu>Exchange/Study Away Menu Approval to receive transfer credits must be obtained from their Departmental/School Advisor and the Exchange Advisor in the McGill Engineering Required courses or Technical Complementary courses are not allowed to be take 1 during a Study Away term. Student Centre (FDA 22) prior to taking courses at Host Institution. More information and detailed step-by-step Study Away application can be found on th Students, who have received a number of transfer credits for Engineering courses Study Away website: https://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-studyalready, may be required to take an additional course at McGill. away/study-away Approval to receive transfer credits must be obtained from their Departmental/School Advisor and the Exchange Advisor in the McGill Engineering Student Centre (FDA 22 prior to taking courses at Host Institution. Accreditation Units (AU) at the host institution must be must calculated by the student prior to bringing this form and supporting documents to their departmental advisor AU = [# lecture hours × # semester weeks]+ [((# lab + tutorial hours) ÷2) × # semester weeks] Supporting documents (such as the course outlines incl. start/end date of the course, lecture, laboratory and tutorial hours, departmental course approval and for nor Engineering courses proof that the course (s) has (have) been evaluated through the Course Equivalency System) must be submitted with this form. Transfer Credits: Students shall be eligible to transfer earned credits back to McGill if the grade earned for each course is a C (55%) or higher. The policy shall apply to bot elective and required courses. For more detail please contact the McGill Engineering Student Centre (FDA 22). Grades for transfer credits do not enter into any McGill grade point calculations (TGPA/CGPA); however, the number of credits granted will appear on the McGill transcript. The Faculty of Engineering reserves the right to make changes to transfer credits when problems are detected or when changes are made to McGill courses and programs. Students applying for an Exchange / Study Away in their final year/term should note that this may delay their graduation. Please meet with an advisor to discuss prior departure When you return please ensure that an official transcript is sent directly from the Host University to McGill University in a timely manner. Transfer credits will be processed upor receipt of an official transcript sent directly by the host institution. By signing you acknowledge that you have read and understood the form: Student's Signature:

Student Instructions: All students: Complete this form, attach all supporting documents (including: course descriptions, start and end date of the course, the number of contact hours and Accreditation Unit Approval for non-Engineering courses has to be requested through the Course Equivalency System. Courses being used to satisfy a minor should be approved by the minor advisor/course instructor/department. Once the course(s) is (are) approved you must return the form and supporting documents to the McGill Engineering Student Centre (MESC) for final (Go to page 2)

	Student ID:	Но	st University:				Exchange / S	tudy Awa	y Year:		_		
	🗌 Exchange 🛛 Study Awa	ay Ter	m: 🗌 Summ	er 🗌 I	Fall 🗌 Winte	er 🗆	Full Year						
			Start date of	term:	End date	of term:		-					
	(Excluding weeks with holidays or study breaks) To be completed by the Student Departmental Approver MESC												
	To be completed by the Student				Dep		iental Approver	WESC					
	Host Course Code & Title	# of AUs at Host (see below)	McGill Equiv. Course # or generic course # (as per Course Equivalency System or departmental evaluation)	Course Type*	Approval through Course Equivalency System (CES) – (not for Engineering courses). Please attach proof and indicate "Yes" here:	# of AUs at McGill (to be completed by MESC for non- Eng. courses)	Departmental Approval by offering Engineering department	# of credits granted	Grade Obtained (Fac. Use)	SHATRNS Updated (Fac. Use)	Tracking (D/EE) (Fac. Use)		
	Ex. EN1600 Renewable Energy	EX:48	EX: GEOG 203 or GEOG 2XX	CS – A (Impact)	Yes (see supporting document attached)	39	N/A for non-Eng, courses						
i.													
2													
1011-011 AV4	Advisor Comments:												
	Student Signature: Date:												
	Department Signature:			_ 1	Print Name:	Date:							
	Faculty Advisor Signature:				Print Name:			Date:		_			
	Checklist				Legend:								
	Course outfline: <u>clearly</u> indicating the number of lecture, lab and tutorial hours for AU colucitation and start freed date of the tech start of the date of the claculation of Accreditation Units (AUs) Course subject and number (i.e. GEOG 2XX; MECH 289) Course type (RQD, Tc, Minor, Extra, Complementary Studies (CS Group A or Group B), Elective) Appropriate departmental approvals:				Course Types:           C         Tests:           TC         Tests:           RQD         Required Course → Departmental approval required.           RQD         Required Course → Departmental approval required.           CS (AB) General Complementary (ImpactHSS) → Departmental approval through Course Equivalency System required.           Minor         Approval from minor advisor / Course Equivalency System for non-Engineering courses required           Extra         Course is not satisfying program requirementa → Evaluation through Course Equivalency System required.           → All courses require final faculty approval by MESC.								
	<ul> <li>For non-Engineering courses (includi approval received through the Course or For Engineering course; (ARCH, BLE excent for EACC courses) eignature</li> </ul>	*Gener Course	<u>Generic Course credit ws. McGill Equivalency</u> "Generic course credit may be given for any Complementary (HSS/Impact) Studies or Technical Complementary course. Courses required in a student's Major or Minor program must be mapped on to an equivalent McGill course.										
					Accreditation Unit (AU) Calculation Formula:								

# Will I Obtain Transfer Credits?

- Please submit your transfer credit request to MESC (FDA 22) for final faculty approval.
- The following information must be included:

#### **Checklist**

- Course outline: <u>clearly</u> indicating the number of lecture, lab and tutorial hours for AU calculation and start /end date of term
- Calculation of Accreditation Units (AUs)
- Course subject and number (i.e. GEOG 2XX; MECH 289)
- Course type (RQD, TC, Minor, Extra, Complementary Studies (CS Group A or Group B), Elective)
- Appropriate departmental approvals:
  - For non-Engineering courses (including FACC courses): copy of the approval received through the Course Equivalency System
  - For Engineering course: (ARCH, BIEN, CHEE, CIVE, ECSE, MECH, MIME except for FACC courses): signature from department that is offering the course and overall departmental approval from own departmental advisor.

#### Accreditation Units (AUs)

 $AU = [\# \text{ lecture hours } \times \# \text{ semester weeks}] + [(\# \text{ lab+tutorial hours } \div 2) \times \# \text{ semester weeks}]$ 

- Start looking at exchange courses and their AU count early!
- As a general guideline only:
  - Many departmental courses are approximately 45.5 58 AU
  - Most technical Complementary courses are 39 AU
  - Complementary Studies (Impact (=Group A) & HSS (=Group B)) are 39 AU
- The Canadian Engineering Accreditation Board (CEAB) has strict requirements. → All Engineering students in Canada have to complete a certain amount of hours of Engineering courses.
- Transfer students who have received a number of transfer credits for Engineering courses already, <u>may</u> be required to take an extra course at McGill.
- 50% of your total program credits must be completed at McGill.

### **Transfer Credit policy**

- Courses have to be evaluated and approved prior to the start of your exchange term. Please submit your Transfer Credit request forms to MESC (FDA 22) 3 months prior to your departure. You can find more information about the process on the exchange website under "STEPS TO RECEIVE APPROVAL FOR TRANSFER CREDITS": <u>http://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/outgoing</u>
- It is MANDATORY to have all exchange courses evaluated prior to your departure for exchange. Transfer credits for all courses have to reflect on the Minerva transcript even those that are considered extra courses which do not satisfy any program requirements.
- We will add a registration hold to the record in case exchange courses have not been evaluated by the time we receive your official transcript. Such hold will restrict you from adding/dropping courses and will only be removed once the transfer credits requests for the missing courses have been reviewed and approved. Please keep in mind that the transfer credit review process may take several weeks.

# **Transfer Credit Policy**

- Once we receive and review official transcripts from your host institution, the appropriate McGill transfer credits can be viewed on your unofficial transcript in Minerva.
- Exchange courses are not pass/fail but rather credit/non-credit. You Minerva transcript will only show credits.
- A grade of C or better is required to receive transfer credits. The policy shall apply to both elective and required courses. Do <u>not</u> opt for the pass/fail option for your exchange courses!
- Please note that sometimes the grading system can be very different from ours. A "Pass" or 55% at the host institution may not be acceptable if it is considered to be equivalent to a D grade here at McGill. Please refer to the International credentials and grade equivalencies website as a reference: <a href="https://www.mcgill.ca/gradapplicants/international/apply/equivalency">https://www.mcgill.ca/gradapplicants/international/apply/equivalency</a>.
- it is MANDATORY to have <u>all</u> exchange courses evaluated prior to your departure for exchange. Transfer credits for all courses have to reflect on the Minerva transcript even those that are considered extra courses which do not satisfy any program requirements.
- \* When in doubt as to whether your grades are eligible for transfer credit, please contact **MESC**. Do not rely on the minimum passing grade at the host institution.

#### **Example: Hong Kong**

A grade of C is required even though a D grade is considered a "Pass".

Grade	Description	Grade Point		
А	First Class Honours	4.0		
B+	Second Class Honours, Upper Division	3.3		
В-	Second Class Honours, Lower Division	2.7		
С	Third Class	2.0		
D	Pass	1.0		
F	Fail	0		

https://www.mcgill.ca/gradapplicants /international/apply/equivalency

Do not choose the pass/fail option – your transcript needs to show a grade to be eligible for transfer credits!

### Graduation

- If your degree requirements will be completed during the Exchange Term Away please ensure that you apply for graduation via MINERVA prior to departure.
- If you are a non-graduating student, you are expected to return to McGill after your exchange. You should register normally through Minerva for the following academic year.

# Prior to Your Return to McGill

- Check your McGill email regularly for important updates
- Register for your upcoming courses
- Secure detailed course outlines for all courses completed

## On Your Return to McGill

- Once we receive a copy of <u>your official transcript and your completed Experience Report</u>, we will process your transfer credits on Minerva (we will be sending you a template of questions to answer while you are away).
- If you notice any issues with the transfer credits appearing on your unofficial McGill transcript please contact Melissa Kinney (<u>exchange.engineering@mcgill.ca</u>), Engineering Student Centre.
- You must submit your Experience Report to MESC (McGill Engineering Student Centre). Your report will help students in the Faculty of Engineering who may wish to go on exchange in the future.

#### **Remember!**

- You are a McGill Ambassador while you are on Exchange, and therefore you are expected to conduct yourself accordingly.
- On your arrival at your Host University please contact Melissa Kinney (<u>exchange.engineering@mcgill.ca</u>) to inform her of your living arrangements, address and telephone number.
- To ensure that we continue to attract Exchange students to McGill, we encourage you to organize a presentation on Studying at McGill (Faculty of Engineering). Typically this can be arranged with the International Student Exchange Office at the Host University.
- Take several photos of the Host Institution and enter the McGill Engineering Photo Contest 2018: <u>https://www.mcgill.ca/engineering/current-students/undergraduate/student-life/photocontest</u>

Capture your travels and experiences and engineers in action during summer internships and you could win great prizes! Entries accepted starting in August 2017

www.mcgill.ca/engineering/students/current students/ undergraduate/student-life/photocontest

escphotocontest.engineering@mcgill.ca

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- Wait to receive official approval from your host university.
- Ensure all contact details including emergency contact details are updated. Complete the Travel Registry form on Minerva.
- Organize all travel arrangements: check visa, passport, health insurance and any necessary immunizations.
- Plan your courses! Meet with your Departmental Advisor to get approval. Hand in the form with the Department's signature to MESC for final Faculty approval.
- Once courses have been approved we will send the approved hard copy form to you by email.
- When returning to McGill you need to complete your experience report and ensure that your host university is going to send your official transcript to Service Point.
- Enjoy your time away!